

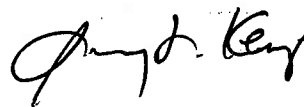


STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

January 31, 2006

TO: All Prospective Applicants

FROM: Garry L. Kemp, Assistant Division Administrator 

SUBJECT: OFFICIAL RESPONSES TO WRITTEN QUESTIONS ON REQUEST FOR PROPOSAL (RFP) HMS-903-06-05-S, DEVELOPMENT AND IMPLEMENTATION OF PERFORMANCE MEASURES AND EVALUATION OF TEEN PREGNANCY PREVENTION PROGRAMS

This is in response to written questions submitted to the Department, on January 24, 2006. Your questions are quoted, followed by the Department's response.

1. *"Total number of sites and locations by initiative?"*

The Department has 16 contracts for "Positive Youth Development" anchored in purpose 3 of TANF that provide services at 71 different locations that shall be evaluated under this solicitation. A copy of each TANF purpose 3 and 4 contract will be provided to the contract awardee.

2. *"How many youths are participating in each of the programs/initiatives (sample size)? On-going intake or cohorts?"*

There are approximately 1,030 youth currently participating across all programs. Intake may be conducted on an on-going basis or by cohort.

3. *"Duration of each program/initiative (timeline)?"*

The duration of each program varies among contracts from 3 to 6 months.

4. *"Expectations/purpose of interviews with agency reps & DHS staff as specified in page 56 in RFP? Expected number and type of individuals to interview?"*

The purpose of the interviews with agency representatives and Department staff is to evaluate the effectiveness of the program and to gather any concerns. It would be expected that the

contractor will interview 2 to 3 representatives per site, such as, Program Managers, Case Managers, Chief Executive Officers, etc.

5. *"Would you please elaborate or provide better definition or examples of the following statements from the RFP?"*
- a. "Assist in execution of Federal required State plan or Cost Allocation Plan...(p. 23, #4)
 - b. "Recent Peer Reviews of completed projects..." (p. 27, 2nd bullet)
 - c. "Statements identifying the standards used in previous projects..." (p. 68, 3rd bullet)
 - d. "Transaction processing volume" (p. 69, #8)
 - e. "Statements of changes in financial position" (p. 74, #3)
 - f. "Offeror's requirements analysis methodology" (p. 83, #4)

Please refer to Addendum 1 to HMS-903-06-05-S, items 1, 2, 4, 5, 7 and 8.

6. *"It is our understanding from the pre-proposal bidders conference that you are primarily interested in evaluating the following programs: (1) the Department of Defense's Healthy Lifestyles in Our Community; (2) Kanu O Ka Aina Learning (KALO); (3) Parent and Child Education (PACE) Program at Kapiolani Medical Center for Women and Children; (4) State Foundation on Culture and the Arts; (5) UPLINK; and (6) the State Office of Youth Services' Youth Service Centers. Is this correct?"*

The programs that shall be evaluated as a result of this solicitation are as follows: The Department of Defense's Healthy Lifestyles in Our Community; Social Services Division's Youth Advocacy Program; Kanu o Ka Aina Learning Ohana (KALO); Parent and Child Education (PACE); State Foundation on Culture and Arts and; the Office of Youth Services' (OYS) Youth Service Centers. UPLINK is being evaluated independently.

7. *"Will you be providing us with the information discussed at the bidders' conference about these programs, such as the number of participants in each program?"*

There are approximately 1,030 youth currently participating across all programs.

8. *"What is the contract term for the programs to be included in this study? Will these programs be continuing for the entire period of the performance measure and evaluation study? Beyond the period of this study?"*

The contract term varies for each program, however most will continue for the entire period of the performance measure and evaluation study and beyond.

9. *"Does the Department have any guidelines or requirements regarding curricula or materials that the teen pregnancy prevention contractors should use? Do the contractors report on what curricula or materials they are using?"*

The Department does not dictate what specific curriculum a provider is to use but we do require the curriculum is determined "best" or "promising" practices in the area of Teen Pregnancy Prevention. Yes, contractors report on what materials they are using.

10. *"You mentioned at the bidders' conference that the Office of Youth Services contractors use a standard reporting form. Could you please provide us with a blank copy of this form? Are the other contractors required to use a standard reporting form for their programs? If yes, would it be possible for us to have a blank copy of this form as well?"*

The Office of Youth Services contractors utilize OYS Form 4-1 Performance Targets and Milestones Report. A blank copy of this form will be provided to the successful bidder. Other contractors are not currently using a standardized reporting form. Copies of their reports shall be afforded to the successful bidder.

11. *"Are contractors required to cooperate with the evaluator in collecting data? If they are not currently required to do so, would the Department be willing to consider amending their contracts so as to ensure their cooperation with the evaluator in collecting data?"*

Yes, contractors are required to cooperate with the Department in any evaluation of the programs. A memo shall be sent to all contractors to inform them of the Evaluation Project and to solicit their cooperation for the duration of the project.

12. *"Where should we include travel costs other than motor vehicle? In Type M or Type B?"*

Travel Costs should be accounted for under Type B "Other Operating Costs"

13. *"What do you consider to be the appropriate format for "documentation demonstrating acceptance of project deliverables to the satisfaction of client?" Would a standard letter of reference be sufficient, or would we need something that specifically addresses the issue of "acceptance of project deliverables?"*

Documentation must specifically address the issue of acceptance of project deliverables. A letter of reference would not be sufficient.

14. *"Given that much of what is included in description of Technical Approach in 80.500 is designated as separate sections on P. 63, what would DHS like to see included under Tab 5?"*

Section 80.500, Technical Approach, page 63, item #5: Is deleted from the RFP.

15. *"Do we understand correctly that you would like us to put Financial Statements/Annual Report under Tab 9 of the Technical Proposal rather than in the Business Proposal?"*

Yes, Financial Statements/Annual Reports should be under Tab 9 of the Technical Proposal.

16. *"On page 20 of the RFP, under Section 31.120, you state "Contractor shall obtain and maintain Errors and Omissions insurance acceptable to the State in full force and effect throughout the term of the contract and any extensions thereof." We have not seen this requirement in a contract for evaluation research before (although we have seen it in contracts for engineers, architects, and the like). Did you intend for this insurance requirement to be included in this RFP?"*

No, the contractor shall obtain and maintain general liability insurance as stated in section 31.110 on page 19 of the RFP.

17. *"As written on p. 56, what is the difference between developing measures for evaluation (bullet #2 under Scope of Work) and developing a data collection instrument (bullet #3 under Scope of Work)? For example, by measures for evaluation, do you mean developing questions that the evaluation will answer? Do the data collection instruments refer to how we will collect the information to answer those questions?"*

Developing measures for evaluation refer to the process of identifying which values are to be measured; i.e. attitudes, behaviors, skills, etc. Developing data collection instruments refer to the methods (i.e. surveys, interviews, pre and post tests, etc.) used to obtain the information sought.

18. *"As written on p. 57, bullet #5, what is meant by the phrase "Develop a report on the findings that...provides a basic formula for DHS to utilize in considering funding future program efforts in this area?"*

Section 70.100, Scope of Work, Introduction, page 57, 5th bullet: Is amended to read:

"The contractor shall develop a report on the findings that advises as to the effectiveness of each teen pregnancy prevention program currently funded, compares the relative effectiveness of various program approaches and provides recommendations for improvements in program design and operation. This report may be utilized by DHS as the basic formula in considering funding future program efforts in this area."

19. *"As written on p. 68, bullet #4, as to company experience, the Offeror should include "examples of no more than three relevant recent evaluations that have been completed by Offeror." Are we just to list three examples, or can we list more than three? Also, can we include non-evaluation projects as examples if they are relevant to the tasks of this RFP?"*

Please do not submit more than three 3 examples. You may include non-evaluation projects provided they are relevant to the task of this RFP.

20. *"As written on p. 68, bullet #2, what types of materials constitute "documentation demonstrating acceptance of project deliverables to the satisfaction of the client?"*

Documentation must specifically address the issue of acceptance of project deliverables. A letter of reference would not be sufficient.

21. *"As written on p. 70, under PROJECT ORGANIZATION CHARTS, it states that "Organization charts shall include...all proposed individuals and their resumes." Please confirm whether it is sufficient to attach staff resumes in an appendix to the chart, and not to include resumes in the organizational chart."*

Yes, it is sufficient to attach staff resumes in an appendix to the Organization charts.